

Submitted: 8/21/2012
Jurisdiction: Maryland
Agency: State Police
Division/Unit: Special Operations Division

Maryland State Archives
Edward C Papenfuse State Archives Building
350 Rowe Boulevard
Annapolis, MD 21401

Certificate ID: 399
MSA ID: SE55-2531
Page: 1 of 1

Proposal and Certificate of Records Disposition

| Item No. | Description of Records (Same Title as listed on Schedule) | Authorization | | Inclusive Dates of Records Destroyed | Volume | Date of Disposal | Method Of Disposal |
|----------|---|---------------------------|----------------------------|---|---------------|---------------------|-----------------------|
| | | Retention Schedule No. | Section and/or Item No. | | | | |
| 1 | Form 164, 164A Job Observation Report and supporting documentation past retention date. | 1209-A-17 | PER 5-51 | 2003 through August 2008 | 0.08 cu ft. | 08/21/2012 | Shredding |
| 2 | 165 Personnel Counseling Record past retention dates. | 1209-A-29 | PER 6-6 | March 1997 through April 2008 | 0.0001 cu ft. | 08/21/2012 | Shredding |
| 3 | 152 Personnel Inspection Report past retention dates. | 1209-A-24 | PER 5-15 | May 2000 through June 2008 | 0.001 cu ft. | 08/21/2012 | Shredding |
| 4 | Form 9 - Training and Travel Request past retention dates. | 1209-A-17 | PER 5-13 | May 2000 through January 2006 | 0.001 cu ft. | 08/21/2012 | Shredding |
| 5 | 168 - Request for Secondary Employment past retention dates. | 1209-A-24 | PER 5-9 | November 1993 through September 1998 | 0.001 cu ft. | 08/21/2012 | Shredding |
| 6 | MSP 30 Personnel Information Form past retention dates. | 1209-A-24 | PER 5-7 | November 1999 through May 2005 | 0.001 cu ft. | 08/21/2012 | Shredding |
| 7 | MSP 195 Equipment Loss/Damage Report past retention dates. | 1209-A-38 | FIS 3-2 | February 1996 through June 2007 | 0.001 cu ft. | 08/21/2012 | Shredding |
| 8 | 161 - Performance Appraisal, 163- Request for Promotional Consideration - past retention dates. | 1209-A-17 | PER 5-1 | January 1995 through December 2006 | 0.04 cu ft. | 08/21/2012 | Shredding |
| 9 | METERS Messages past retention date. | 1209-A-38 | 24-5-D | August 2005 through June 2011 | 0.08 cu ft. | 08/21/2012 | Shredding |

Destruction Certification

Leesa Radja

Signature

Administrative Aide

Title

8/21/2012

Date